

TITLE : HR SPECIALIST
REPORTS TO : SENIOR MANAGER, HR & MEMBER EXPERIENCE

I. BASIC PURPOSE

Khalsa Credit Union is seeking a HR Specialist for up to 18 months who would be responsible for providing HR support on a day-to day basis. The role contributes to the development and maintenance of the HR function. The HR Specialist supports the Senior Manager, HR & Member Experience in providing a comprehensive HR service to managers and employees at Khalsa Credit Union.

II. MAJOR RESPONSIBILITIES

Under the guidance and supervision of the Senior Manager, HR & Member Experience

- Support all HR functions: employee relations, recruiting, new hire onboarding, leaves of absence, HR reporting, performance assessment processes, company initiatives, conferences and meetings, day to day follow up and any administrative needs
- Manage all aspects of payroll processing
- Ensure employee confidence by protecting payroll operations and confidential information and provide designated payroll data to Accounting department
- Reconcile benefit premiums monthly
- Assist departments with personnel/payroll related inquiries, advise and assist on current departmental HR procedures related to employee records, coordinate activities and acts as liaison between departments and general staff.
- Perform a variety of responsible office support work such as composing confidential correspondence and resolutions; preparation of spreadsheets and data entry.
- Assist with the processing of employment applications, screening applicants, references, security checks and any other employment needs.
- Respond to general email and phone inquiries; create and send correspondence; records maintenance
- Assist and help facilitate employee recognition events.
- Manage Applicant Tracking System for all new hires' paperwork completion, HRIS submission, new hire set up, preparing all materials, securing training and contacting new hires
- Additional responsibilities as assigned

Qualification/ Experience

- Post-secondary education in business or Human Resources, combined with related experience is required
- Minimum 3-5 years of experience in HR & Admin
- Ability to maintain confidentiality and integrity in all aspects of work